

**Village of Wilmette
Community Development Department
Private Property Tree Removal Permit**

Date: _____ Project No.: _____

See Back Page for Permit Conditions and Instructions

Property Address: _____

Property Owner Name: _____

Phone Number: _____

Date Stamp

Tree Removal Contractor

Business Name: _____

Business Address: _____

Phone Number: _____ Contact Name: _____

Contractor Customer Number: _____

Tree Removal Information (Please list on a separate sheet if necessary)

Only trees having a diameter of 10" (ten inches) or greater require a permit for removal.

# of Tree on Plan	Type/Species	Diameter (DBH)	Reason for Removal	Replacement Trees, if any.

I hereby certify that the statements in this Application are true and correct. I understand that any false or inaccurate information contained in or in connection with this permit application may result in prosecution under Section 24-196 of the Wilmette Village Code, in addition to any other civil or criminal penalties provided by law, including but not limited to revocation of this permit.

Signature of Applicant

Phone Number

DO NOT WRITE BELOW THIS LINE

Calculation of Fees:

No. of Trees to Remove _____

Fee per Tree \$ _____

Total Permit Fee \$ _____

Staff

Date

Permit Number

Date Issued

INSTRUCTIONS FOR COMPLETING TREE REMOVAL PERMIT

- **This permit applies to trees on private property only.** Removal of trees on a public right-of-way, public parkway, and public alley require a right-of-way permit which must be reviewed and approved by the Public Works/Engineering Department.
- The applicant is responsible for complying with the tree canopy requirements of Chapter 8 of the Village Code where applicable.
- *Except as stated below*, a tree removal permit must be obtained prior to the removal of any tree having a diameter at breast height ("DBH") of 10" or greater. There shall be a fine of not less than \$250 and not more than \$1,500 for **EACH** tree removed without a tree removal permit.
- All tree removal applications shall be accompanied by a copy of the plat of survey or a site plan of the property. The survey or site plan shall indicate the approximate location and species of the trees to be removed. Trees to be removed should be labeled separately on the site plan using numbers 1, 2, 3, etc. and provide the corresponding tree information requested on the front of this application.
- **Only trees having a DBH of 10" or greater must be shown on the site plan.** Other trees, including replacement trees, may also be shown.
- Diameter at Breast Height (DBH) is defined as the diameter of a tree stated in inches and measured at 4.5' above the existing grade at the base of the tree.
- To determine the DBH of a tree, measure up 4.5' from the ground at the base of the tree. Mark the 4.5' height on the tree, wrap a flexible measuring tape around the tree, and take the measurement in inches. Using that measurement in inches, apply the following formula:

$$\text{Diameter at Breast Height (DBH)} = \frac{\text{Circumference in Inches}}{3.1415}$$

PERMIT EXCEPTIONS

- In the case of a tree emergency where a tree has become an imminent danger or hazard to persons or property, or when a tree must be removed to provide emergency repair to public or private utilities, the Director of Community Development may issue a tree removal permit without an application and may waive other regulations of Article IX of Chapter 8 of the Village Code.
- Tree removal permits shall not be required of a unit of federal, state or local government, a public utility performing tree trimming or removal work that is regulated by state or federal law or regulation.